# SOP FOR NEW JOINERS (Interns Only)

## Steps to Be Followed

| STEPS | Remarks |
|---|---|
| STEP-1 | Creating a Zapuza-Formatted Email Account in Yahoo Mail (Important) |
| STEP-2 | Sign up in ZOHO-CLIQ using the same email you setup in the STEP-1, Complete your profile |
| STEP-3 | Sign up in Zapuza-Cloud using the invite email (https://work.zapuza.com/invitation/c654dc9d90f6432d7e9b51d5d8dee98540cfb38b) Update your profile after sign up using the link - https://work.zapuza.com/account/settings/profile-settings |
| STEP-4 | Sign Up For a GitHub account using the same email you created in STEP-1 |

## Getting Started with Zapuza

These steps will guide you through setting up the necessary accounts to work with Zapuza. It's crucial to use the same email address for most of these registrations to ensure everything links up correctly.

### Step 1: Create Your Yahoo Mail Account with Specific Format

First, you'll need to create a new email account with Yahoo Mail, following a very specific format.

- Go to the **Yahoo Mail website** (mail.yahoo.com).
- Click on "Create an account" or "Sign up" button.
- During the sign-up process, when you're asked to choose your email address, it MUST be in the format: **firstname.lastname_zapuza@yahoo.com**.
  - Example: If your name is John Doe, your email would be john.doe_zapuza@yahoo.com.
  - This format is mandatory and your account will not be accepted by Zapuza if it's not followed.
- Fill in your personal information including your name, date of birth, and phone number.
- Create a strong password for your account.
- Complete the verification process (usually via SMS or alternative email).
- Complete the rest of the sign-up process to create this new email account.

### Step 2: Join Zoho Cliq and Organization

Next, you'll sign up for Zoho Cliq, a communication platform, and then join a specific organization.

- Go to the **Zoho Cliq sign-up page**.
- Use the exact same **firstname.lastname_zapuza@yahoo.com** email address you just created in Step 1 to register for your Zoho Cliq account.
- Once registered, you'll need to join an organization:
  - Look for an option to "Join an Organization" and click on it.
  - When prompted for the colleague email (or organization email), enter: riju.karmakar@zapuza.com
  - Click "Next" or "Submit."
  - Your request to join Zoho Cliq will be sent and needs to be accepted by our support executive. Please be patient, as this might take 24-48 hours for approval.
- After your request is accepted and you've joined, then complete your profile setup.

### Step 3: Sign Up for Zapuza Cloud

Now, you'll join the Zapuza Cloud platform using a special invitation link.

- Click on this invitation link: Zapuza Cloud invitation
- Sign up using the same **firstname.lastname_zapuza@yahoo.com** email address you've been using for the previous steps.
- After you've signed up, make sure to update your profile by visiting this link: Profile Settings

### Step 4: Create a GitHub Account

Finally, you'll create a GitHub account, a platform for version control and collaboration.

- Go to the **GitHub sign-up page**.
- Register for your GitHub account using the same **firstname.lastname_zapuza@yahoo.com** email address you created in Step 1.
- Follow the on-screen instructions to complete your GitHub profile setup.

## General Tips / Best Practices

- **Strong Passwords:** Remind users to use strong, unique passwords for each account.
- **Password Manager:** Recommend using a reputable password manager.
- **2-Factor Authentication (2FA):** Suggest enabling 2FA for supported services (Yahoo Mail, GitHub definitely do).
- **Keep Records:** Advise users to temporarily note down new account details in a secure place until comfortable.

## Troubleshooting & Support

What should the user do if they encounter issues?

- **Yahoo Mail Format Issue:** If you created your Yahoo Mail account with an incorrect format, you will need to delete it and create a new one following the exact firstname.lastname_zapuza@yahoo.com format.
- **Login Issues:** Double-check your email and password. Try resetting your password if necessary.

- **Zoho Cliq Approval:** If approval hasn't come through after 48 business hours, contact riju.karmakar@zapuza.com for assistance.
- **General Issues:** For other technical difficulties, contact riju.karmakar@zapuza.com.

## Confidentiality and Security at Zapuza LLP

At Zapuza LLP, security and data integrity are paramount. The information provided in this document, including account setup procedures, internal platform details, and any future access credentials, is considered confidential and proprietary. It is strictly prohibited to disclose this information to any unauthorized third parties outside of Zapuza LLP. Your adherence to these security protocols is vital to maintaining our operational integrity and protecting sensitive company and client data. We trust you to uphold the highest standards of confidentiality throughout your association with us.

## Data Grievance Officer

If you have any concerns or questions regarding data privacy or the handling of your personal information, please contact our Data Grievance Officer:

**Name:** SK ASGAR ALI
**Email:** asgar.ali@zapuza.com
**Designation:** Designated Partner